

BASIS OF TEAM MINISTRY – Dundee Law Parish Church: (Church of Scotland)

As agreed in the Basis of Union for Dundee Law Parish Church:(Church of Scotland) within the Presbytery of Perth, a Team Ministry shall operate there as follows.

1. TEAM ROLES

The roles set out below are not mutually exclusive, and may be amended during the process of appointment and as the team develops its joint ministry.

Both roles are for full time Ministers of Word and Sacrament, and both are responsible to the Kirk Session and the Presbytery of Perth.

Minister of Word and Sacrament (A) – (Moderator of the Kirk Session)
Supporting the congregation

- Become one cohesive congregation
- Pastorally
- In worship and prayer
- To work with other congregations in the City Centre grouping, Presbytery and others to support those in need – locally, national, and internationally.
- To work with others to reach out to Christians in the University sector, and encourage them to become involved in the life and work of the congregation.

Minister of Word and Sacrament (B)

Work with all ages across our community to explore new and innovative ways

- Of discovering Christ
- Of creating a new generation of church
- Of worshipping God
- Of being a community of Faith

The two roles together constitute the team and each person is a team member. It shall be the duty of the team members to work collaboratively to further the mission of the Church, sharing or covering for each other's duties where necessary and permissible in terms of Church law but not

so as to make any material alteration to the terms of service of any team member working under a contract of employment without the agreement of that person.

All roles within the team which are for FTMWS shall, if vacant, be subject to the Vacancy Procedure Act (Act VIII 2003).

2. MODERATOR OF THE KIRK SESSION

Minister of Word and Sacrament (A) shall be the Moderator of the Kirk Session, and Minister of Word and Sacrament (B) shall be a member of the Kirk Session

3. TEAM MEETINGS AND CO-ORDINATION

The members of the team shall meet regularly [and ideally, monthly] in order to co-ordinate and carry out the work of the team as effectively as possible and discuss matters of common interest. Meetings may take place in person or via videoconference or a hybrid of the two and shall be chaired by an agreed team member. The Co-ordinator will be responsible for circulating an agenda, where possible, at least three days prior to each meeting. Any team member may request that an item is added to the agenda. Matters requiring a decision by the team shall be made by consensus, whenever possible. If a member is unhappy with a decision, he or she may invoke the dispute resolution procedure set out below. A secretary should be appointed from the team membership and will be responsible for taking minutes, circulating them amongst the members and retaining copies.

One member of the team should take on a role to co-ordinate the work of the team; this will include making sure any gaps in the work of the team are filled. The team will themselves decide who fulfils this role from time to time.

4. DISPUTE RESOLUTION

- 4.1 If a dispute arises out of or in connection with this Team Ministry then (subject to section 4.7 below) the procedure set out in this clause shall be followed.
- 4.2 Any member of the team shall be entitled to give to all or some other members of the team ("the relevant team members") written

notice of the dispute, setting out its nature and full particulars, together with any relevant supporting documents. The relevant team members shall attempt in good faith to resolve the dispute at this stage.

- 4.3 If the relevant team members are unable to resolve the dispute within 30 days of such written notice having been given, the dispute shall be referred to the Presbytery Clerk, who shall attempt in good faith to resolve it.
- 4.4 If the Presbytery Clerk is for any reason unable to resolve the dispute within 30 days of it being referred to him or her, the relevant team members agree to enter into mediation in good faith to settle the dispute. The mediator will be nominated by the Presbytery Clerk having consulted with the Principal Clerk. To initiate the mediation, one of the relevant team members must give written notice to the other relevant team members, referring the dispute to mediation.
- 4.5 If there is any point in relation to the logistical arrangements for the mediation on which the relevant team members cannot agree, the Presbytery Clerk will be entitled to decide that point, having first consulted with the relevant team members.
- 4.6 If the dispute is not resolved within 30 days of commencement of the mediation, the matter shall be referred by the Presbytery Clerk to the Presbytery's Complaints Committee, or other equivalent Presbytery Committee, subject to any issues of discipline which arise and any other matters which may require to be resolved in terms of the employment contract(s) of the relevant team members. Except in relation to matters which properly fall to be dealt with in terms of the employment contract(s) of one or more relevant team members, there shall be no appeal against the decision of the Committee.
- 4.7 Where the relevant team members include one or more employees, this dispute resolution procedure is without prejudice to the grievance and discipline procedures set out in their contract(s) of employment. For the avoidance of doubt, any team member who is serving under a contract of employment shall be entitled to raise with their employer any matter which they wish to have treated as a grievance, and the employer shall be entitled to raise with the

employee any matter which it considers to be disciplinary in nature.

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5. PRESBYTERY'S POWER TO ADJUST TEAM MINISTRY

The Presbytery shall be free to adjust arrangements relating to the Team Ministry, subject to matters of tenure, as Presbytery may determine from time to time. Any material change to this Basis shall require to be agreed by all members of the team.

*[*This Basis should be read and effected in conjunction with the relevant Basis of Union/Basis of Reviewable Charge.]*
